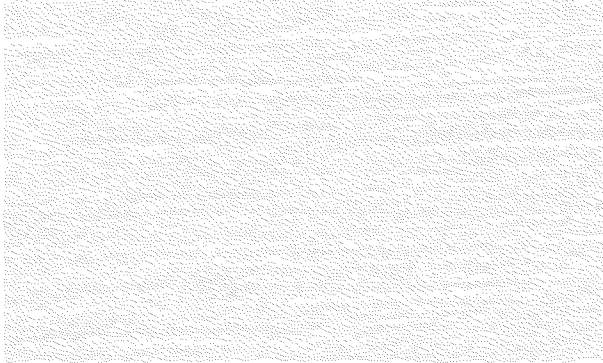


**To:** Jenkins, Laura Flynn[Jenkins.Laura@epa.gov]; Brown, Janet[Brown.Janet@epa.gov]  
**Cc:** Portillos, Christine[Portillos.Christine@epa.gov]; Lippincott, Jim[Lippincott.Jim@epa.gov]  
**From:** HRPayHelp  
**Sent:** Tue 8/11/2015 7:33:50 PM  
**Subject:** RE: PeoplePlus Routing to Former Supervisor



The PPL Coordinator is responsible to ensure the correct people have access to your timecards.

**From:** Jenkins, Laura Flynn  
**Sent:** Tuesday, August 11, 2015 1:35 PM  
**To:** HRPayHelp; Brown, Janet  
**Cc:** Portillos, Christine; Lippincott, Jim  
**Subject:** FW: PeoplePlus Routing to Former Supervisor  
**Importance:** High

Janet and/or HR Help Desk:

Please see thread below and let me know ASAP what needs to happen to get this resolved.

I'm supporting the Gold King Mine response and NEED to be able to accurately report my time in PeoplePlus but am STILL not appearing on my timekeeper's list. I was placed in a static group for Paula to approve my time but Jim needs to change my schedule but doesn't have access.

This needs to be resolved IMMEDIATELY so please let me know what – if anything – you need from me, my timekeeper, my supervisor, R8 HR and/or anyone else so this can get resolved. I transferred to Region 8 effective 7/12 so this has been dragging on for a month.

My supervisor is Paula Smith and my timekeeper is Jim Lippincott. If you need anything else, please let me know.

Thanks,

Laura Jenkins

Media Officer

USEPA-Region 8

1595 Wynkoop St.

Mailcode: 8-OC

Denver, CO 80202

Landline: 303-312-6256

Cell: 202-360-8453

Fax: 303-312-6961

Janet:

I got your voicemail concerning HR Ticket #17440. I was out yesterday but in today and can be reached at: 303-312-6256.

As background, I transferred from OW in HQ to Region 8 effective 7/12, but my timecards and leave slips are still being routed to David Travers, my supervisor in OW. The SF-50s were already processed so I'm not sure why my timecards and leaves slips aren't going to Paula Smith, my new supervisor in Region 8.

I first started working with Region 8 on resolving this matter several weeks ago and keep getting

bounced from person to person. If this is something you can help resolve, please give me a call so I can make sure you have whatever you need to fix this issues. If you can't help, can you please find out who I need to talk with to get this fixed?

BTW: When I called the number you left on my VM (202-564-5196) the message said to call another number for payroll issues (866-411-4372). I left a message on your 202 number but also called the 866 number. The woman who took the call told me there was nothing she could do to help and told me to put all this in an email and send it to you, so that's why I'm following up with this email.

Thanks,

Laura Jenkins

Media Officer

USEPA-Region 8

1595 Wynkoop St.

Mailcode: 8-OC

Denver, CO 80202

Landline: 303-312-6256

Cell: 202-360-8453

Fax: 303-312-6961

**From:** Jenkins, Laura Flynn

**Sent:** Tuesday, August 04, 2015 3:29 PM

**To:** HRPayHelp

**Cc:** David Travers; Smith, Paula; Lippincott, Jim; Garrison, Micah; Portillos, Christine

**Subject:** FW: PeoplePlus Routing to Former Supervisor

HR Help Desk:

I'm following up on my request below of 7/28, to the help desk, regarding the routing on my PeoplePlus actions. Prior to contacting HRPayHelp, the R8 HR folks had been trying to help me resolve this since July 22<sup>nd</sup>.

This morning I received notice (below) that a ticket was opened but have not received any information as to what is happening or when this will be resolved.

With the pay period ending soon, I'd really like to get this resolved ASAP so my new supervisor, Paula Smith, and new timekeeper, Jim Lippincott; will have the ability to approve my leave requests and timecards.

If there's anything I can do to move this forward, please let me know.

Thanks,

Laura Jenkins

Media Officer

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Cell: 202-360-8453


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OCFO HELP DESK - Ticket IN00017440 - Message (HTML)

FILE MESSAGE

Ignore Delete Reply Reply All Forward More Meeting Move to: To Manager Team Email Rules OneNote Actions Mark Unread Categorize Follow Up Translate

Delete Respond Quick Steps Move Tags Editing

 Tue 8/4/2015 9:04 AM  
**Garrison, Micah**  
**OCFO HELP DESK - Ticket IN00017440**

To: Jenkins, Laura Flynn  
Retention Policy: Inbox (Never) Expires: Never

**Follow up.** Start by Wednesday, August 05, 2015. Due by Wednesday, August 05, 2015.


Hello,

Incident IN00017440 with the following details has been created and is being managed by the OCFO Systems Help Desk.

Incident Number: IN00017440  
Client Name: Laura Flynn Jenkins  
Summary: PeoplePlus Routing to Former Supervisor

Please email or call us at 202-564-OCFO (6236) if you have any further questions or requests.

Thank You  
OCFO System Help Desk

Garrison, Micah No Items 

**From:** Jenkins, Laura Flynn

**Sent:** Tuesday, July 28, 2015 5:06 PM  
**To:** HRPayHelp  
**Cc:** Lippincott, Jim; Smith, Paula; Portillos, Christine  
**Subject:** PeoplePlus Routing to Former Supervisor

HR Help Desk:

I'm a new Region 8 employee who transferred here from OW to R8 effective July 12<sup>th</sup>.

However, my timecards and leave slips are still being routed to my supervisor in HQ, David Travers, and not my supervisor in R8, Paula Smith.

I was told that "they provided a work around" last week so I could get paid for the last pay period but that "FPPS is not fixed" yet. I don't really know what this means other than last week's "fix" was temporary and something further needs to happen for Paula and my timekeeper to begin receiving my PeoplePlus actions.

Can someone please help straighten this out so we don't have to go the work-around route for the next pay period?

Thanks,

Laura Jenkins

Media Officer

USEPA-Region 8

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Mailcode: 8OC

Denver, CO 80202

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Cell: 202-360-8453

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